

DOCUMENT RESUME

ED 190 078

IR 008 559

AUTHOR Zsiray, Paula J.
TITLE Free and Inexpensive Materials as Educational Resources.
PUB DATE 80
NOTE 51p.
AVAILABLE FROM P. J. Zsiray, 109 E. Glenwood St., Nashua, NH 03060 (\$3.50 per copy)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Annotated Bibliographies; *Educational Resources; Elementary School Teachers; Elementary Secondary Education; *Resource Materials; Secondary School Teachers; Student Teachers

ABSTRACT

This annotated bibliography and guide to sources for free and inexpensive materials is intended for teachers-in-training and inservice educators in grades K-12. It provides short written guides to evaluation, selection, acquisition, and utilization of materials, as well as the annotated listing of 116 sources including the names and addresses of publishers and fees as available. Selected journals and magazines which include lists of such materials on a regular or irregular basis are cited in a supplementary list. Two appendices provide information on preparation of letters to distributors and examples of correspondence. (RAA)

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FREE AND INEXPENSIVE MATERIALS

AS EDUCATIONAL RESOURCES

by

Paula J. Zsiray

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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INTRODUCTION

The lack of adequate funding, a major problem for most educators, restricts the acquisition of student learning materials. Basic instruction in the evaluation, selection, acquisition and utilization of free and inexpensive materials can be a great help to educators.

There are three areas in which teachers appear to be deficient with respect to free and inexpensive materials.

- (1) Educators lack the knowledge to locate and use free and inexpensive materials.
- (2) Teachers make only minimal use of free and inexpensive materials.
- (3) School media collections lack a good variety of supplementary free and inexpensive materials.

Free and inexpensive materials are those resources that can be obtained for educational use at little or no cost to

the educator. They range from one page pamphlets to 16 mm films. The educator must remember, however, that even though the actual price of the material is minimal, or non-existent, time and effort are invested in selecting the materials.

Educators must constantly search for new sources of information for use in teaching. Free and inexpensive materials can supplement the curriculum aids currently in use by teachers. Although these materials do not provide the only answer to the educator's problem with inadequate access to materials, they will provide information which, when used creatively, can help the students learn. These materials are not intended as primary sources in the classroom, but they are successfully used as supplements to the established curriculum materials.

Free and inexpensive materials are available to the educator from a variety of sources which generally list materials by subject, format, and/or sponsor. Guide books which include titles of and sources for free and inexpensive materials range

from a single volume to multi-volume sets.

Although many materials are available, they too frequently remain unused. Current information (pamphlets are quite common and relatively quick to write and print), unlimited subject matter, and copies for personal ownership (copies may often be obtained for each student) are several of the benefits associated with the acquisition and utilization of free and inexpensive materials. The drawbacks characteristic of these materials are biased opinion, propaganda, and too much advertising.

Evaluation and selection procedures and criteria must be designed and implemented to deal with the aforementioned drawbacks.

The primary goal of this handbook is to inform teachers about the selection, acquisition, and utilization of free and inexpensive materials. As a result of studying the handbook the educator will gain the following information:

- (1) Ideas on why free and inexpensive materials

should be considered as learning materials;

- (2) Know what types of source books are available and how they are organized;
- (3) Know what types of materials are either free or inexpensive and;
- (4) Become aware of the uses for free and inexpensive materials in specific subject areas.

The terms that follow will be used frequently in the handbook:

- (1) FREE MATERIALS--no cost or charge.¹
- (2) INEXPENSIVE MATERIALS--reasonable in price.²
- (3) EVALUATION--the process of ascertaining or judging the value or amount of something by use of a standard of

¹Webster's Seventh New Collegiate Dictionary (Springfield, MA: G. and C. Merriam Co., 1967), p. 333.

²Ibid., p. 431.

appraisal; includes judgment in terms of internal evidence and external criteria.³

- (4) BOOK SELECTION--make most effective use of allotted funds through consideration of standard, approach, date, scope, illustrations, index, and format.⁴
- (5) SOURCE INDEX--a card, or other index to sources of unusual and elusive information.⁵
- (6) MATERIALS SOURCE--publications and audiovisual supplies and equipment used to extend and enrich the educational experiences of the learners.⁶

³Carter V. Good, Dictionary of Education (New York: McGraw-Hill, 1973), p. 220.

⁴Thomas Landau, Encyclopedia of Librarianship (London: Bowes, 1966), pp. 63-66.

⁵Leonard M. Harrod, The Librarian's Glossary of Terms (New York: Seminar Press, 1971), p. 601.

⁶Good, p. 353.

The purpose of this handbook is to educate teachers-in-training and in-service educators in grades K-12.

EVALUATION OF MATERIALS

Evaluation is the most important step in the selection of any material. The criteria used to evaluate purchased materials should also be applied to free materials. Certain questions need to be answered when evaluating material.

IS THIS THE BEST TOOL AVAILABLE? The material selected should do the best job possible.

WILL THIS MATERIAL MEET THE NEEDS OF THE CURRICULUM? Free and inexpensive materials should enrich present curriculum materials and should not be used simply because of their nature.

IS THIS MATERIAL USABLE? The material needs to be appropriate to the ability level of the class' experience. The physical size of the material also needs to permit ease in handling.

WILL THE EDUCATIONAL OBJECTIVES BE ACHIEVED IF THIS MATERIAL IS USED? The material should help to develop reading skills, the ability to distinguish fact from opinion, and the formulation of judgments based on facts.

IS THIS MATERIAL BIASED? This is not always a deterrent. By the

utilization of biased material the student will learn to apply evaluative criteria. This will give students exposure to a broad range of ideas and opinions.

After the questions above have been answered, there are several other factors which should be taken into consideration.

WILL THE MATERIAL HOLD THE STUDENTS INTEREST? The content needs to motivate the learner's interest.

IS THE INFORMATION INCLUDED TRUTHFUL? Ideally, all material published will be truthful, however, lack of truthfulness can be categorized as bias.

WHAT IS THE REPUTATION OF THE AUTHOR OR PUBLISHER? Materials created by well-known publishers or authors are generally less of a risk.

HOW IS THE CONTENT PRESENTED? The format should be one that the school is equipped to handle, e.g. appropriate equipment is available if necessary. "How-to" material without sufficient illustrations will be virtually useless.

Once all these criteria have been met, the educator is ready to identify the material to be utilized.

SELECTION OF MATERIALS

Selection, after a complete evaluation, contains several aspects that need to be considered.

The educator must decide what format of materials are needed and free and inexpensive materials must comply. The storage capacity of the classroom or library/media center where materials will be kept should also be considered.

What subject areas are to be avoided when selecting? Ordering for a single classroom will be limited, while materials for the library/media center will represent broad subject areas.

Will the reader/viewer be of a defined age group. This will have to be determined so materials will be appropriate to student needs and capabilities.

What level of materials will be considered? Different levels of difficulty should be covered in the collection.

A positive emphasis on the students needs and rights must be maintained. The students right to read should be kept in mind and all viewpoints possible should be presented. Disagreement with viewpoints presented is not a sole reason to discount its worth.

The existing school materials selection policy should be consulted when choosing free and inexpensive materials.

The materials selection policy is the basis by which materials used in the school are chosen. A section on free and inexpensive materials may be included in this policy, if not, now may be the time to include it. If questions arise about the materials chosen it may be necessary to refer to the statements in the materials selection policy.

ACQUISITION OF MATERIALS

After materials have been evaluated and specific titles have been selected, it will be necessary to place an order. The following guidelines will facilitate ordering:

- (1) Requests made well in advance, several months if possible, will increase the chance of acquiring the title needed. When requesting film, filmstrips, or any materials that need to be returned, give an alternate date and allow handling time.
- (2) Type all requests on full-sized school letterhead stationery. Follow any instructions that are given and mention where the materials were cited (see Appendix A).
- (3) Unless otherwise stated, do not let students request materials. The request should be made by the teacher, library/media specialist, or school administrator.

- (4) Write one request for a class; 35 individual letters are neither desirable nor economical.
- (5) When multiple copies may be needed ask for a sample copy first and then request only the amount needed.
- (6) Return promptly any materials which may not be kept.
- (7) Let the producer know how the materials were used, how effective they were, and if there are any suggestions for improvement.

Bibliographies of materials will include all of the information needed to order materials. As stated above, follow the instructions and generally materials will arrive sooner.

When ordering U.S. government publications, single copies may be available from the bureau or agency that sponsored them. To obtain multiple copies, write to:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

UTILIZATION OF MATERIAL

The utilization of free and inexpensive materials is not essentially a unique process. The five steps of utilization which apply to all materials are:

- (1) Prepare yourself--be familiar with the materials.
- (2) Prepare the students--familiarize them with the topic to be covered.
- (3) Prepare the environment--have all necessary equipment in the classroom.
- (4) Present the lesson using the materials.
- (5) Involve the students in evaluating the materials and inform the producers by sending reactions to the materials used.

The potential uses are limited only by the imagination of the educator. Be creative! Supplementary materials may be used in many ways, a few examples follow:

*As resource materials for
bulletin boards.

*To supplement textbooks and
related library/media center
material.

*To enrich classroom or library/
media center collections.

*As illustrations for student
reports and projects in all
subject areas.

*To develop student material
collections.

*To supplement or begin a tearsheet
file for classroom and library/
media center.

*As materials for interest centers.

*To supplement current events
assignments.

*To provide illustration sources
for art classes.

*To aid instruction in technical
writing.

*To help generate interest in any
subject area.

*To develop skills in critical
evaluation

*As supplementary reading materials.

BIBLIOGRAPHY

The following pages include an annotated bibliography of sources for free and inexpensive materials. The list includes the names and addresses of the publishers. This "bibliography of bibliographies" will help the educator locate free and inexpensive materials which may then be evaluated, selected, and ordered.

AASL Checklist of Materials. Chicago:
American Association of School
Librarians, 1977.

Booklet listing over 50 titles
dealing with librarianship and media
from 25¢ to \$2.

"Ad-vailables," in Science and Children.
Washington, D.C.: National Science
Teachers Association, 1963 to date.

Column in monthly issues dealing
with supplementary materials,
publications, and events of interest
to elementary and middle school/junior
high teachers. \$14 per year for eight
issues. (1742 Connecticut Ave.,
Washington, D.C. 20009).

Aubrey, Ruth H., ed. Selected Free Materials for Classroom Use. Belmont, CA: Fearon-Pittman, 1978.

Lists 540 sources for thousands of free items appropriate for K through college; items cataloged by curriculum topic and indexed by subject matter and source. Revised on a three-year cycle.

Ball, Travis, Jr. "More Sources of Free and Inexpensive Materials." English Journal 65 (January 1976):83-86.

Annotated listing of where to obtain materials--21st annual list--gives prices of materials.

Ball, Travis, Jr. "Sources of Free and Inexpensive Materials." Language Arts 55 (May 1978):572-577.

Listing of materials that may be used in the classroom to enrich instruction.

Berger, James L. Educators Guide to Free Audio and Visual Materials. Randolph, WI: Educators Progress Service, 1978.

Subject, title, and distributor are listed in this annotated listing of audiotapes, videotapes, scripts, and audiscs. Revised yearly.

Blakely, Pat, et al., ed. Free Stuff for Kids: The Second Rainbow Book. Minnetonka, MN: Meadowbrook Press, 1979.

Materials on subjects such as history, sports, and wildlife of which single copies are available at no charge.

Brierley, Richard. "A Guide to Free Resources for Teachers of Economics and Commerce." Economics 12 (Winter 1976):220-229.

Listing of materials available for the subject area, where to order, and price included.

Brunton, David W., comp. Free and Inexpensive Materials. Richmond, IN: Indiana Library Association, n.d.

Lists organizations from whom free material may be obtained and the type of materials offered.

Cardozo, Peter. The Second Whole Kids Catalog. New York: Bantam, 1977.

Contains items related to children, most are under \$10, also includes a section of free materials.

Carr, Patrick. Free Educational Comic Books for Schools and Libraries. Urbana, IL: R.W. Parkinson & Associates, n.d.

Listing of comic books with evaluative annotations.

Carruthers, Robert B., ed. Free and Inexpensive Aids for Teachers of English. Albany, NY: New York State Education Department, n.d.

Helpful compendium for "hurried and harrassed" teachers with explanatory notes for each item.

The Consumer Information Catalog. Pueblo,
CO: Consumer Information Center,
1977 to date.

Free, publisher quarterly by GSA;
contains selected federal publica-
tions of consumer interest, most are
free or under \$3 per copy.
(Consumer Information Center,
Pueblo, CO 81009).

Consumer in the Marketplace. An Inter-
disciplinary Approach to Consumer
Education. Developed for Grades 5-8.
Pittsburgh, PA: Allegheny Intermediate
Unit, 1978.

Activities and resources for
infusing consumer education into the
classroom, along with a bibliography
of free materials for educators. Free.

Cooke, Joseph R. Free for the Taking. Old
Tappan, NJ: Revell, 1975.

Listing of free materials available
on many subjects.

Counselor's Information Service. Washington,
D.C.: B'nai B'rith, 1977 and 1978.

Vol. 32, No. 4 and Vol. 33, No. 1
contain annotated bibliography of
current literature on education and
vocational guidance including free
and inexpensive materials.

Cromer, Nancy. "Free! Multi-Media
Educational Resources." English
Journal 65 (January 1976); 90-92.

Deals with television as an
educational resource and where to
find out about programs.

Dever, Esther. Sources of Free and Inexpensive Educational Materials, 4th Edition. Grafton, WV: Esther Denver Company, 1970.

Sources of films, filmstrips, audiotapes, slides, books, posters, and other materials suitable for elementary to adult audiences.

Diffor, John C. and Mary F. Horkheimer. Educators Guide to Free Films. Randolph, WI: Educators Progress Service, 1978.

Contains short descriptions of films for educational and recreational use, listed by subject, title, and distributor. Revised yearly.

Diffor, John C. and Mary Horkheimer. Educators Guide to Free Filmstrips. Randolph, WI: Educators Progress Service, 1978.

Comprehensive listing of free filmstrips, slides, and transparencies, listed by subject, title, and distributor. Revised yearly.

Directory of Free and Inexpensive Environmental Education Publications. Toledo, OH: Environmental Education Evaluation Project, 1974.

Annotated evaluations of 200 items reviewed by science teachers in Akron, Ohio area.

A Directory of Information Resources in
the United States: Federal Govern-
ment. Washington, D.C.: Library
of Congress, 1974.

Contains names and addresses of almost all Federal agencies including services performed and publications. (Superintendent of Documents, ULSL Government Printing Office).

Duriex, Norman C. "Sources and Resources for Teaching About the Quality of Life vs Gross National Product." Social Education 37 (November 1973): 611-12.

Varied resources in the general area of economics and the environment.

DuVall, Charles R. and Wayne J. Krepel. Educators Index to Free Materials. Randolph, WI: Educators Progress Service, 1978.

An annotated index of free materials which have significant educational value. Revised yearly.

Educational Media Yearbook. New York: R. R. Bowker, 1973 to date.

Published alternate years and contains a "Multimedia Information" section that has an annotated listing of free materials.

Elsas, Diana, comp. Guide to Classroom Use of Film and Television, Fact File No. 4. Washington, D.C.: American Film Institute, 1977.

Resources relating to the use of film and other AV materials in motion picture art courses including a list of free-loan films.

The Everyday Consumer. An Interdisciplinary Approach to Consumer Education. Developed for Grades 9-12. Pittsburgh, PA: Allegheny Intermediate Unit, 1977.

Activities and resources for infusing consumer education into the classroom grades 9-12, includes a list of free materials for educators.

FAA Film Catalog. Washington, D.C.: Federal Aviation Administration, 1976.

Catalog of over 75 films, filmstrips, and slides with description, running time, and date film was made.

Feinman, Jeffrey. Freebies for Kids. New York: Wanderer Books, 1979.

Listing of materials that children may send for and receive a single copy free.

Forest Service Films Available on Loan for Educational Purposes to Schools, Civic Groups, Churches, Television. Washington, D.C.: Forest Service, 1973.

Lists 100 sound films prepared by the Forest Service on many topics. (Forest Service, Dept. of Agriculture, P.O. Box 2417, Washington, D.C. 20013)

Free and Inexpensive Business Education Materials. Cincinnati, OH: Southwestern Publishing, n.d.

A listing of basic business retail, and vocational literature.

Free and Inexpensive Learning Materials. 19th ed, Nashville, TN: Peabody College of Teachers, 1979.

Available from Division of Surveys and Field Services at Peabody College of Teachers; the series began when Professor Henry Harap assembled a mimeoed list of worthwhile free and inexpensive materials.

"Free and Low-priced Teaching Aids/Resources." Industrial Education 62 (March 1973): 89.

Annual source guide for charts, booklets, catalogs, and project material.

"Free and Low-priced Teaching Aid Service." Industrial Arts and Vocational Education 61 (March 1972): 63-64, 68-70, 72.

Listing of 150 sources of free materials and information.

Free Films for Classes in Social Studies. Ridgefield, NJ: Association Films, Inc., n.d.

Leaflet listing free social studies films.

"Free Libraries." Microcomputing.
(December 1979): 130-131.

Information about how to get free material on Micromputers, also applies to other subject areas.

Free Loan Films for Career Guidance and Vocational Arts. New Hyde Park, NY: Modern Talking Picture Service, 1974.

Perspectives on today's economy and job opportunities in a variety of fields presented in free films.

Free Teaching Materials and Services. San Francisco: Standard Oil Company of California, n.d.

Listing of materials produced by Standard Oil Company of California, PR Dept., 225 Bush St., San Francisco, CA 94120)

Free, The Newsletter of Free Materials and Services. London, Ontario, Canada: Dyad Services, n.d.

Regular list of recommended free materials; all materials are selected and evaluated by teachers and librarians and information is verified; annotated.

Freebies: The Magazine with Something for Nothing. Santa Monica, CA: Brian Weiss, 1978 to date.

Contains excellent information and ideas about free and inexpensive materials, where to get them, utilization, and more. Subscription rate, \$5 per year (12 issues). (Freebies, PO Box 5605-134, Santa Monica, CA 90405).

Gale, Barry and Linda Gale. The National Career Dictionary: An Occupational Information Handbook. New York: Arco, 1979.

Dictionary of free vocational and occupational information.

Gotsick, Priscilla. Information for Everyday Survival: What You Need and Where to Get it. Chicago: American Library Association, 1976.

Annotated list of free and inexpensive materials arranged under categories such as: Aging, Children, Free time, and Finding a job.

Gould, Geraldine N. and Ithmer C. Wolfe. How to Organize and Maintain the Library Picture/Pamphlet File. Dobbs Ferry, NY: Oceana Publishers, 1968.

Contains an appendix that annotates guides to sources of free and inexpensive materials.

Guide to Educational and Learning Aids. Laguna Hills, CA: R.M. Enterprises, n.d.

Lists posters, booklets, catalogs, books, and magazines on many topics, most materials free.

Guide to Free Government Loan Films.

Alexandria, VA: Serina Press, 1972.

Descriptions of more than 3,000 films available on loan in the United States under the guidance of 75 foreign countries.

The Guide to Free Health Audiovisual Teaching Aids. Long Island City, NY: Pharmaceutical Communications, Inc., 1977.

Information on 100,000 free materials including some foreign-language films.

Guide to Free-Loan Films about Foreign Lands. Alexandria, VA: Serina Press, 1975.

Describes over 3,000 films dealing with 76 foreign countries, most with English sound tracks.

Guide to Free-Loan Films for Entertainment. Alexandria, VA: Serina Press, 1972.

Over 900 films for public showing by nonprofit groups on free-loan basis, including sports and recreation, racing, camping, and animals.

Guide to Free-Loan Sports Films. Alexandria, VA: Serina Press, 1974.

Lists and annotates over 500 sports films on individual and team sports, spectator sports, sports safety, and coaching; for public nonprofit showing.

Guide to Government Loan Films, 3rd ed. Alexandria, VA: Serina Press, 1975.

Listing over 900 films and 116 filmstrips and slides on free-loan from 48 federal agencies to use for public nonprofit showing.

Haislet, B. The Rainbow Book: A Book of Items Children Can Send for Free, Rev. Ed., Minneapolis: Parkway Press, 1977.

Selection of materials on such topics as ecology, wildlife, history, and sports of which single copies are available at no charge.

Haycock, Ken. Free Magazines for Teachers and Libraries. Toronto: Ontario Library Association, 1977.

International sources of free magazines indexed by subject and title.

Haycock, Ken. "Free Magazines on Canadian Studies for Teachers and Libraries." History and Social Science Teacher 13 (Summer 1978): 253-267.

Annotated listing of 75 free periodicals for use in junior and senior high by teachers and media specialists.

Horkheimer, Foley A. Educators Guide to Free Health, Physical Education and Recreational Materials. Randolph, WI: Educators Progress Service, 1978.

Basic resources to free materials for instructors, coaches, directors, and others in the areas of health, physical education, and recreation. Revised yearly.

Index to Free Educational Materials--

Multimedia. Los Angeles: National Information Center for Educational Media, 1977.

More than 20,000 titles for multimedia materials indexed by subject and producer/distributor.

Jones, Mary V. H. Free and Inexpensive Materials for Use in Nursing, 4th ed. Madison, WI: Dept. of Nursing Health Services, 1977.

Bibliography of aids and devices for use in nursing.

Kenworthy, Leonard S. Free and Inexpensive Materials on World Affairs, 3rd ed. New York: Teachers College Press, 1969.

Bibliography of free information on world politics.

Kenworthy, Leonard S. Reach for a Picture. Washington, D.C.: National Council for Social Studies, 1977.

How to use photographs effectively in the classroom, includes a list of over 30 sources for photographs by title and publisher.

Kislia, J. A. Let's See It Again. Fairfield, NJ: Pflaum/Standard, 1975.

Cover title: Free Films for Elementary Schools; catalog of free films for use in elementary schools.

Lambert, Roger H. A Bibliography of Materials for Environmental Education. Madison, WI: Wisconsin Vocational Studies Center, 1978.

Bibliography of materials for environmental education, free-loan materials included, divided by categories.

Lamberti, Joseph and Cynthia Cummings. Yours for the Asking. Cedar Falls, IA: University of Northern Iowa, 1975. Educational Service Publication #27, listing of annotated sources including grade level with subject and source index.

List of Free Aviation Education Materials.

Chicago: United Airlines, n.d.

Catalog of films, booklets, and bulletin board picture sets for all age levels.

"Materials/Information Center." in Instructor (Monthly)

Monthly listing of catalogs and other information offered by the advertisers in the current issue.

Miller, Shirley. Vertical File and Its Satellites: A Handbook of Acquisition, 2nd ed. Littleton, CO: Libraries Unlimited, 1979.

Contains principles and practices of acquiring and managing supplementary resources and includes over 200 sources of materials.

Monahan, Robert. Free and Inexpensive Materials for Preschool and Early Childhood, 2nd ed. Belmont, CA: Fearon Publishers, 1977.

Materials available that pertain specifically to preschool and early childhood education divided alphabetically into subject areas.

Monthly Catalog of U.S. Government Publications. Washington, D.C.: Government Printing Office, 1895 to date.

Covers books, pamphlets, maps, and other government sponsored publications arranged alphabetically by department and bureau with monthly cumulative index by author and subject.

Monthly Checklist of State Publications. Washington, D.C.: Library of Congress, 1910 to date.

Ten page booklet that since 1910 has listed the state publications. (Exchange and Gift Division of Library of Congress)

National Gallery of Art Extension Service. Washington, D.C.: National Gallery of Art, n.d.

Provides educational material including slide lectures, films, and filmstrips to schools, colleges, and libraries.

1978-79 List of Free Materials Available to Educators. Princeton, NJ: Dow Jones and Company, 1978.

Lists materials useful to students and educators in business-related courses.

Norback, Craig and Perer Norback. Everything You Can Get from the Government for Free or Almost Free. New York: Reinhold, 1975.

Government programs that offer free or almost free assistance in many forms, includes information about requirements, applications, publications, related programs, and a subject index.

Norflus, David. "Community Resources for Economics Education," Social Studies 68 (November/December 1977): 256-259.

Sources of free instructional materials, speakers, and work experience for students in secondary economics classes.

Nutrition Education Development Project, ESEA Title IVC Project Pamphlet File, Kingston, PA: Luzerne Intermediate Unit 18, 1978.

Materials on current issues in nutrition in alphabetical order with ordering information; 293 entries.

Offerman, Sister Mary Columba. "A School Librarian Recommends Free Magazines," American Libraries (February 1977): 88.

Annotated listing of five free magazines useful in schools; selection criteria are also discussed.

O'Hara, Frederic J., comp. Over 2,000 Free Publications, Yours for the Asking. New York: The New American Library, 1968.

Listing of publications on varied subject areas available at no cost.

Pepe, Thomas J. Free and Inexpensive Educational Aids, 4th ed., New York: Dover Publications, 1970.

Alphabetical index to materials with descriptive notes for each entry.

Pohle, Linda. Guide to Popular Government Publications for Libraries and Home Reference. Littleton, CO: Libraries Unlimited, 1972.

Descriptions of approximately 1400 items in numerous popular categories.

Prudhomme, Bill. Electronics Source Book. Metairie, LA: Technical Publications, 1977.

Bibliography of free electronics materials.

Public Affairs Information Service Bulletin 1915-_____. New York: Public Affairs Information Service, Inc., 1915 to date.

Includes pamphlets and is published weekly with a cumulation five times yearly.

Railroad Film Directory. Washington, D.C.: Association of American Railroads, 1938 to date.

Free catalog of films and filmstrips on American railroads, includes title, distributor, running time, and ordering data.

Rufsvold, Margaret. Guide to Educational Media, 4th ed. Chicago: American Library Association, 1977.

Annotated listing of media catalogs, organizations, and indexes which can assist in locating material.

Ruzow, Ann Hope. Free and Inexpensive Materials in Environmental Science and Related Disciplines. Monticello, IL: Vance Bibliographies, 1978.

Listing of sources of free and inexpensive materials in environmental science areas.

Rzepecki, Arnold N., ed. Index to Free Periodicals. Ann Arbor, MI: Pierian Press, 1976 to date.

Author and subject approach to the contents of 50 periodicals offered free by the sponsor; published twice yearly at a cost of \$15.

Saalheimer, Harriet. Super Treasury of Valuable Things You Can Get for Next to Nothing. Los Angeles: Parker and Sons, 1976.

What is available and where to get it.

Salisbury, Gordon. Catalog of Free Teaching Materials. Riverside, CA: Rubidoux Printing Co., 1973.

Over 8,500 resources by subject headings and includes brief descriptions.

Santago, Florence M. Inexpensive or Free Materials Useful for Teaching Speech: A Source List for Secondary Schools. Ann Arbor, MI: Braun-Brumfield, n.d.

Selected listing of materials with annotations.

Saterstrom, Mary H. Educators Guide to Free Guidance Materials. Randolph, WI: Educators Progress Service, 1978.

Identifies existing free guidance and counseling resource materials currently available. Revised yearly.

Saterstrom, Mary H. Educators Guide to Free Science Materials. Randolph, WI: Educators Progress Service, 1978.

Annotated listing of selected currently available free audiovisual and other science curricular enrichment aids. Revised yearly.

Schain, Robert L. and Murray Polner. Where to Get and How to Use Free and Inexpensive Teaching Aids. New York: Lieber-Atherton, 1963.

Includes evaluation, guidelines for use, and an annotated listing of supplementary material.

Schrank, Jeffrey. The Seed Catalog: A Guide to Teaching/Learning Materials. Boston: Beacon Press, 1974.

Catalog of publications, organizations, periodicals, books, films, tapes and recordings, games, multi-media, and devices for teaching and learning.

Searles, John R. "More Sources of Free and Inexpensive Materials." English Journal 59 (September 1970): 846-53.

Lists places to obtain materials that will aid in English classrooms.

Selected Teaching Materials in Physical Education for Elementary School Pupils. Albany, NY: New York State Education Department, 1970.

Bibliography to assist educators in selection of PE materials for elementary students with a listing of periodicals, free material sources, and a directory of publishers.

Selected U.S. Government Publications.

Washington, D.C.: Government Printing Office, n.d.

A biweekly, free listing with brief annotations and all ordering data for new GPO publications.

Shaffer, Dale E. Career Education Pamphlets: A Library of 1200 Free and Inexpensive Sources. Salem, OH: by the author, 437 Jennings Ave., 1976.

Catalog and handbook for media specialists and teachers with sources of materials on career education.

Shaffer, Dale E. Free Posters, Charts, and Maps--Sources for Over 500 Bulletin Board Items. Salem, OH: By the Author, 437 Jennings Ave., 1974.

584 display items available to media specialists and teachers from 256 sources in 178 subject areas.

Shaffer, Dale E. A Library of 1,500 Free Pamphlets (Titles and Sources for Every Librarian and Teacher). Salem, OH: By the Author, 437 Jennings Ave., 1974.

Selected bibliography of titles of free pamphlets arranged alphabetically with 366 subject areas.

Shaffer, Dale E. Posters for Teachers and Librarians: A Sourcebook of Free and Inexpensive Items. Salem, OH: by the Author, 437 Jennings Ave., 1978.

Free display items available to teachers and library/media specialists in many subject areas.

Shaffer, Dale E. Sources of Free Teaching Materials--1975: 135 Lists to Write for Plus over 1400 Pamphlet Titles. Salem, OH: By the Author, 437 Jennings Ave., 1975.

Lists catalogs and pamphlets free to media specialists and teachers.

Shaffer, Harry G. Free Periodicals from Socialist Countries: An Annotated Bibliography. New York: American Institute for Marxist Studies, 1977.

Annotated bibliography of periodicals that may be obtained free from various socialist countries.

Shinn, Bev and Duane Shinn. Free and Low Cost Things for New Mothers. Central Point, OR: Duane Shinn Publications, 1978.

Listing of items that may be obtained by and for new mothers at little or no cost.

Sprecher, Daniel. Guide to Free-Loan Training Films. Alexandria, VA: Serina Press, 1975.

Alphabetical listing of sources and titles with brief description of film.

"Staying on Top." in Language Arts (monthly)

Instructional materials and professional resources column that appears irregularly in issues of Language Arts.

Suttles, Patricia H. and Stephen A. Suttles. Educators Guide to Free Social Studies Materials. Randolph, WI: Educators Progress Service, 1978.

Devoted exclusively to free social studies materials and uses the multi-media approach. Revised yearly.

The Texas History Teacher's Guide to Supplementary Materials and Professional Bibliography. Austin, TX: Texas History Educational Advisory Committee, 1976

Bibliography including free material for teaching courses dealing with the history of Texas.

Tiberio, Barbara. "The Acquisition of Free Cartographic Materials: Request and Exchange." Special Libraries 70 (May-June 1979): 233-38.

Sources of free materials for map collections such as government agencies, foreign embassies, and chambers of commerce.

Todd, Leonard. Trash Can Toys and Games. Bayonne, NJ: Penguin Books, 1976.

Instructions for making toys and games from free or inexpensive materials.

Trevarrow, W. M. The Book of Free Books. Northbrook, IL: Domus Books, 1979.

Annotated list of hundreds of books on a variety of subjects.

A Useful List of Classroom Items That Can Be Scrounged or Purchased. Newton, MA: Educational Development Center, n.d.

Lists materials that will help teachers set up classrooms based on an open approach to education.

Vertical File Index of Pamphlets. Bronx, NY: H. W. Wilson, 1932 to date.

Subject and title index to selected pamphlets; issued monthly except August.

Wall, C. Edward. "A New Look at Free Magazines." American Libraries (February 1977): 85-88.

Where to find and how to order free magazines on a variety of subject areas.

Weisinger, Mort. 1001 Valuable Things You Can Get Free, 10th ed. New York: Bantam, 1977.

Listing of materials obtainable through the mail.

Weiss, Brian. "Free! Free! Free! Free!" Learning 8 (August/September 1978): 120-24.

Suggestions on where to get "freebies" in several subject areas, annotated entries.

Weiss, Brian. "Now is The Time for Freebies," Learning 8 (August/September 1979): 132-33, 135-136, 140.

Annotated listing of where to get free materials in various subject areas along with some cautions about free materials.

Where to Get Hundreds of Educational Materials Free. Greenwich, CT: Frances Press, 1975.

A listing of free-loan films, pamphlets, books, maps, charts, and other items.

Wurman, Richard S., ed. Yellow Pages of Learning Resources. Cambridge, MA: MIT Press, 1972.

"Handshake with a city"--a visual reminder of the many resources within a community that can be used for educational experience.

Zinn, Karl L. "Free and Inexpensive Materials on Computing in Teaching and Learning Activities." System 4 (May 1978): 128-38.

Bibliographic listing of materials available and where to get them.

Zinn, Karl L. Free and Inexpensive Materials on Computing in Teaching and Learning Activities: An Informal Appraisal, rev ed. Ann Arbor, MI: Center for Research on Learning and Teaching, 1975.

Bibliography of supplementary materials for computer-assisted instruction.

The following list of selected journals and magazines include lists of free and inexpensive materials either on a regular or irregular basis. These lists will generally appear in a regular column or in a special article. Many other journals and magazines include Reader's Service cards which provide free informative and/or materials from different publishers, producers, or distributors. Those titles marked with an asterisk (*) are periodicals which Reader's Service cards.

Administrative Management *

Ag Consultant and Fieldman *

American Ceramic Society Bulletin *

American City and County *

American Dairy Review *

American Dyestuff Reporter *

American Education

American Film

American Institute of Architects Journal*

American Libraries

The American School Board Journal *

Americana

Archaeology

Architectural Record *
Architectural Review *
Art Education
Art News
Arithmetic Teacher
Astronautics and Aeronautics *
Astronomy
Athletic Journal *
Audio *
Autobody and the Reconditioned Car *
Automotive Engineering *
Backpacker *
Bank Administration *
Beef *
Better Homes and Gardens
Bicycling
Big Farmer *
Booklist
Books and Bookmen
Brick and Clay Record *
Business and Commercial Aviation *
Byte *
Case and Comment *
Chain Store Age Executive *
Changing Times
Chemical Engineering *

Child Education
Civil Rights Digest
Communication Arts *
Compressed Air *
Computer *
Control Engineering *
CQ: The Radio Amateur's Journal *
Creative Computing *
Dance Magazine
Design Engineering *
Driver
Educational and Industrial Television *
Electrical World *
Electronics Design *
Elementary School Journal
Engineering Design *
Environmental Science and Technology *
Family Circle
Family Handyman
Farm Industry News *
Feed Management *
Fiberarts *
Fifty Plus *
Financial World *
Food Manufacture *
Forecast for Home Economics

Fortune *

Good Housekeeping

Harvest Years

House and Garden

House Beautiful

Housing *

Industrial Equipment News *

Information and Records Management *

Infosystems *

Instructor *

Instructional Innovator
(previously Audiovisual Instruction)

Interface Age *

Institutions *

Interiors *

Journal of Business Education

Journal of Chemical Education *

Journal of Physical Education and
Recreation *

Journal of the American Dietetic
Association *

Kilobaud Microcomputing *

Landscape Architecture *

Language Arts

Learning *

Learning Today

Library Journal

Man Society Technology
Materials Engineering *
Media Methods *
Microcomputing
Mini-Micro Systems *
Mother Earth News
Music Educators Journal
Natural History
Nature *
Package Engineering *
Parents
Personnel Administration *
Pest Control *
Physics Today *
Plan and Print *
Professional Builder and Apartment
Business *
Professional Photographer *
Psychology Today
Radio-Electronics *
Scholastic Coach *
School Business Affairs *
School Library Journal
School Musician Director and Teacher *
School Shop *
Science *

Science and Children

Sierra *

Teacher *

Textile Chemist and Colorist *

Textile World *

Theatre Crafts *

Today's Health

Today's Secretary *

Training and Development Journal *

Welding Design and Fabrication *

Wilson Library Journal

Woman's Day

World Tennis *

APPENDIX A

Letter to Distributors

Letters written to the distributors of free and inexpensive materials need not be done individually. A stencil master reproduced on school letterhead may be used.

The stencil should include space for information that is basic to each request. Space should be left for the date and the inside address of the distributor to whom the request is sent. Space should also be left in the body of the letter for the title(s) of the publication(s) being requested.

The statements opening and closing the letter will be part of the stencil as the latter on the next page illustrates.

APPENDIX B

Sample Letter to the Distributor

SPRING STREET JR. HIGH SCHOOL¹
10 Spring St.
Nashua NH 03061

To Whom It May Concern:

We would like to secure the following free material as listed in

for use in our school:

The materials will be integrated into our existing collection for use by present and future students.

Thank you for your cooperation in assisting us in enriching our curriculum.

Sincerely,

Paula J. Zsiray
Media Coordinator

¹For a completed letter see next page.

SPRING STREET JR. HIGH
10 Spring St.
Nashua, NH 03061

February 3, 1980

Kansas Wheat Commission
1020 North Main St.
Hutchinson, KS 67501

To Whom It May Concern:

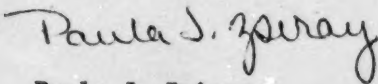
We would like to secure the following free material as listed in Selected Free Materials for Classroom Teachers for use in our school:

Wheat--The Kernel (A Poster)

The material will be integrated into our existing collection for use by present and future students.

Thank you for your cooperation in assisting us in enriching our curriculum.

Sincerely,



Paula J. Zsiray
Media Coordinator